



Applicant User Guide v13.7



City of Hillsboro
Information Services

08/25/2015

Applicant User Guide

Introduction

The City of Hillsboro is proud to introduce ProjectDox – the Electronic Plan Submittal and Review process now available for Planning, Engineering and Building Department submittals. This user-friendly, innovative, web-based, paperless process will allow for the electronic submission of all your plan related documents.

Benefits Include

- Reduced overall costs (paper, printing, transportation, storage space).
- Reduced time (delivery of documents and re-submittal documents).
- Increased efficiency and responsiveness in customer service (enhanced team work, communication and collaboration).
- Support for green initiatives.

In the following pages, we will provide you with all the details and information you need to join us in transforming the way you do business in our City.

Best Wishes,

The City of Hillsboro Development Departments

Web-Enabled Collaboration



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Best Practice Checklist

To help make your use of the system successful, please see the list below:

- ✓ Please use Internet Explorer when using ProjectDox.
- ✓ All drawing files shall be single page files...no multi-page drawing files will be accepted.
- ✓ All non-drawing documents can be submitted as multi-page PDF, Word, Excel or other.
- ✓ Please follow our file naming standard.
- ✓ Please see the helpful “*Tips*” located throughout the guide.
- ✓ All revised sheets must be named the same as the previously submitted.
- ✓ Ensure all revisions to plans are “clouded”.
- ✓ A scale bar is required on all drawings.
- ✓ Clean and purge all extraneous layers from the drawings.
- ✓ Minimize the number of layers included in the drawings (100 or less recommended).
- ✓ Minimize the amount of hatching and/or convert to a less processor-intensive format type.
- ✓ Save drawing calibration settings to each drawing sheet.
- ✓ If upload performance is slow, restrict the number of files and/or size not to exceed 100MB per upload.
- ✓ Drawings shall be saved and submitted in landscape view.
- ✓ A project team member can be removed from the ProjectDox system and access to client files rescinded when the City is notified.
- ✓ Land Use Approval (Notice of Decision) documents must be submitted with your Engineering and Building electronic submittal.

Security Time-out

Due to security the system will automatically sign you out after 120 minutes of inactivity. When you are ready to resume working with the system, click any space on the screen. The system automatically loads the sign-in page for you. You can also close the Web browser window and re-load the sign-in page manually in a new browser window.

File Naming Standards

To maintain a consistent method for naming your drawing and document files, please see the information below:

All files should be named according to their order listed on the provided Title Sheet, Cover Sheet or Table of Contents. Because ProjectDox displays the files in numeric - alphabetical order, it is important to name the files starting with a numeric value followed by the document name before uploading. The numeric value at the beginning of the file name ensures the order in which they are displayed after upload.

IMPORTANT: Please limit the number of characters in the file name to 40 characters or less – abbreviations are acceptable. Do not include “-”(dashes) or special characters in the file name.

The following components make up the file name:

Sequential Display Order No.	Sheet Number	Sheet Title/Name		File Name
001	G001	Cover Sheet	=	001 G001 Cover Sheet

The following examples highlight acceptable naming standards for drawing sheets uploaded to the Drawings folder:

Example #1

Lists of Sheets provided on Drawing Cover Sheet:

DRAWING INDEX	
SHEET NO.	DRAWING TITLE
	COVER SHEET
0.1	PRELIMINARY EROSION & SEDIMENT CONTROL PLAN
1.0	PRELIMINARY SITE PLAN
1.1	EVERGREEN ACCESS PLAN
1.2	PRELIMINARY PHASING PLAN
1.3	PRELIMINARY CIRCULATION PLAN
2.0	PRELIMINARY GRADING AND DRAINAGE PLAN
3.0	PRELIMINARY UTILITY PLAN
3.1	PRELIMINARY LIGHTING PLAN
1.0	LANDSCAPE PLAN
EXISTING CONDITIONS PLAN (ALTA SURVEY)	
1 OF 1	TOPOGRAPHIC SURVEY

Standard file names:

001 Cover Sheet
 002 0.1 Erosion Control
 003 1.0 Prelim Site Plan
 004 1.1 Evergreen Access
 005 1.2 Phasing
 006 1.3 Circulation
 007 2.0 Grading and Drainage
 008 3.0 Utility
 009 3.1 Lighting
 010 1.0 Landscape
 011 Topographic Survey

The number value in front of the file name ensures the display order in ePlans

Example #2

List of sheets provided on Drawing Sheet Index:

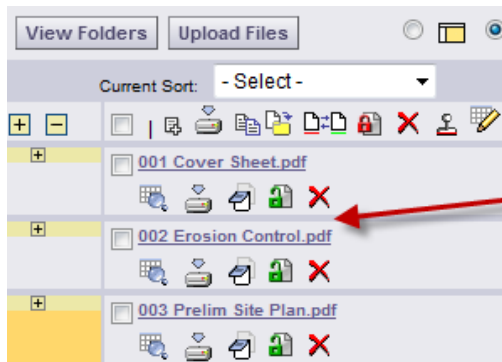
SHEET #	SHEET TITLE
01 - GENERAL	
G001	COVER SHEET
G002	DRAWING / SHEET INDEX
G003	RESPONSIBILITY MATRIX
02 - CIVIL	
C0.0	CIVIL NOTES
C1.0	EXISTING CONDITIONS & DEMOLITION PLAN

Standard file names:

001 G001 Cover Sheet
 002 G002 Sheet Index
 003 G003 Responsibility Matrix
 004 C0.0 Civil Notes
 005 C1.0 Exist Cond Demo Plans

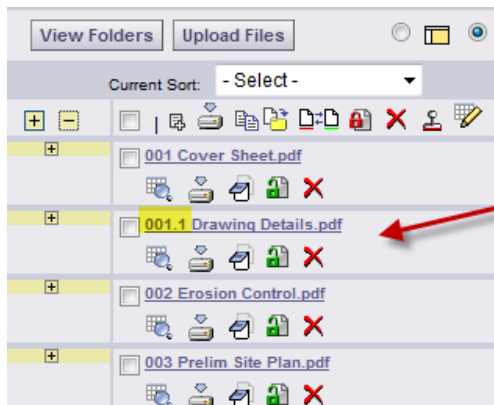
Example #3

Adding files to your uploaded documents in a manner to ensure the new file is in the correct order:



If you want to upload a new document and want it to be listed between the 001 Cover Sheet and 002 Erosion Control documents, name your new file with "001.1" at the beginning of the file name.

Adding "001.1" to the front of the file name of the additional document uploaded, placed it in order between the files "001 Cover Sheet.pdf" and "002 Erosion Control.pdf".



If you have any questions regarding the file naming standards, please contact us so we can help.

Electronic Plan Submission

Uploading Plan Drawings and Documents

Before you start, please complete the following:

- Submit your permit applications (including deferred submittal checklist if needed) via email and pay any applicable plan review fees at the City of Hillsboro Planning, Engineering or Building Departments located at:

PLANNING	ENGINEERING	BUILDING
150 E. Main St., 4 th Floor Hillsboro, OR 97231 Phone (503) 681-6153 Fax: (503) 681-6245 PlanningTechs@hillsboro-oregon.gov	150 E. Main St., 4 th Floor Hillsboro, OR 97231 Phone (503) 681-6147 Fax: (503) 681-6469 Eng_Permits@hillsboro-oregon.gov	150 E. Main St., 4 th Floor Hillsboro, OR 97231 Phone (503) 681-6144 Fax: (503) 681-6469 Building_dept@hillsboro-oregon.gov

- When your permit application has been processed and applicable fees paid, a ProjectDox Review invitation will be sent to your e-mail address similar to the image below. You will receive a different email for each submittal; Planning, Engineering or Building. Drawings and associated files must be loaded into the appropriate department project.

Invitation to Submit Plans for Electronic Review

Hello Eplans Eplans:

Welcome to the City of Hillsboro ePlan system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your drawings for permit plan check review.

To help ensure a flawless submittal and efficient plan check process, please review our Standards before you upload ([Click here for the ePlan360 Applicant User Guide](#)). Your submittal will be rejected if the following requirements are not met:

- File naming standards
- Reserved space allowance for COH electronic approval stamp (top right corner)
- Drawing and Document file types (DWF, PDF, DWG as noted below)
- Graphic scale is required on all plan sheets
- Oregon Statutes and Oregon Administrative Rules require architects and engineers to sign and seal documents and plans submitted for public records. There are specific provisos for electronic signatures within the Rules and Regulations. Architects and engineers are responsible to meet the rules.

To access your new permit project, follow the instructions below:

- Click the Project Access link below
- Enter your User Login and Password
- Click on the Project link on the "My Projects" page
- Click on the "Drawings" folder
- Click the "Upload Files" button and follow the instructions to upload your drawings. View the City of Hillsboro Electronic Plan Submission Guide [here](#).
- Your drawings have now been submitted for plan check review

The City of Hillsboro will accept the following file types.

Drawings: .DWF required. Contact a Building Dept. Permit Specialist if you are unable to meet this request.

Supporting Documents: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login: eplans-noreply@ci.hillsboro.or.us Project Permit #: FIR15-00034 Project Contact: [Eplans](mailto:Eplans@ci.hillsboro.or.us)
Project Contact's Email: eplans-noreply@ci.hillsboro.or.us Project Permit Access Link

If you do not have access to the specified folder or have questions related to this permit, please contact the Permit Specialists at (503)-681-6144 or at building_dept@hillsboro-oregon.gov.

For any technical issues please contact the System Administrator at pdoadm@hillsboro-oregon.gov.

This is an automated email notification and this email account is not monitored. Please do not reply to this email.

Logging In: New Users

1. Prior to logging into the ProjectDox application, the following actions must be completed:
 - a. If your computer has pop-up blockers installed, you will need to disable pop-up blocking in order to utilize ProjectDox. Disabling pop-up blocking will be required for each login instance, unless you select the “always allow pop-ups” option (recommended).



- b. The login page has an MSI (Microsoft Silent Install) component required to install all necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer (see below).
 - c. You can drag the shortcut to your desktop or add to favorites (see below).



2. After reading the Terms and Conditions of Use, log in by entering your e-mail address and temporary password (provided in the invitation email) and click the “Login” button.

3. Enter a new password (8-10 characters at least 1 number and 1 alpha character, case sensitive) and personal account information. Items with a **red *** are required fields. Explore the tabs “Project Membership” and “Group Membership”. These will provide information about projects you are able to access. Be sure to click on the “Save” button to save your profile.

Change Password:

New password:* Password Reset Question & Answer:

Confirm new password:* Security question:*

Security answer:*

Profile Information

Contact Information User Metadata Project Membership Group Membership

* Required field

First Name: *	<input type="text" value="Pdox"/>	Last Name: *	<input type="text" value="TestYahoo"/>
Email: *	<input type="text" value="pdxobld1@yahoo.com"/> <input checked="" type="checkbox"/> HTML format ?		
Title: *	<input type="text" value="Test Account"/>		
Company: (NA if not applicable) *	<input type="text" value="City of Hillsboro"/>		
Applicant Address 1: *	<input type="text" value="150 E Main St"/>		
Applicant Address 2: *	<input type="text" value="3rd Floor"/>		
Applicant City: *	<input type="text" value="Hillsboro"/>		
Applicant State/Province: *	<input type="text" value="OR"/>	Applicant Postal Code: *	<input type="text" value="97123"/>
Applicant Phone: *	<input type="text" value="503-681-5432"/>	Fax: *	<input type="text"/>
Mobile: *	<input type="text"/>	Applicant Pager: *	<input type="text"/>
Stamps: *	<input type="text"/>		
Language: *	<input type="text" value="en"/>		

Save

4. Store your login, passwords and security question answer in a secure location so they may be retrieved at a later date.

Logging In: Existing Users

If you are a returning user, log in to ProjectDox with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button to see your security questions (your first and last name must match exactly how it was initially created in the previous step). Your password can also be reset at that time.

Uploading Your Files

1. Any projects for which you have access with display in this list.
 - a. Select the specific project that corresponds to the plans or documents you will be uploading.

Project	Options	CompType - Title	Owner	Status
1120111		BLD_SWR -REGUS TI	ProjectDox Admin	Out For Corrections
1121001		BLD -EMBASSY SUITE-SEVEN STORY-165	Carol Brown	Prescreen
ABC Rentals	1	Equipment Rental & Supplies	Carol Brown	Prescreen
COH Training Sandbox		Sandbox Training area	Carol Brown	[None]
Hillsboro Training		Hillsboro Training Project	Tyson Florence	In Review
Stamps Maintenance		Project to create and edit stamps	Carol Brown	[None]

Tip: The projects are listed by permit number i.e. STR15-00001. Each column can be sorted to your preference.

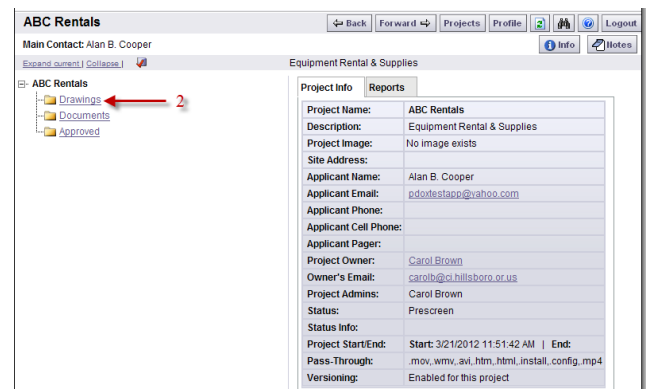
2. Depending on the type of project you're submitting for (Planning, Engineering or Building), the folders you see will be different. These folders may or may not be visible depending on the stage of your ProjectDox submittal.

PLANNING	ENGINEERING	BUILDING
<div>Planning</div> <ul style="list-style-type: none"> Drawings Documents Information Documents Decision 	<div>Engineering</div> <ul style="list-style-type: none"> Drawings Documents Approved Approved AsBuilts 	<div>Building</div> <ul style="list-style-type: none"> Drawings Documents Approved

3. Folder description and content:
 - **Drawing folder:** For drawing files only.
 - **Documents folder:** For supporting documents (e.g. calculations or geo-tech reports).
 - **Decision folder:** For final Planning decision, associated exhibits and batch stamped plans
 - **Information Documents folder:** For applicants must first receive permission from the Case File Planner to use this folder
 - **Approved folder:** For batch stamped plans for Engineering and Building projects
 - **Approved AsBuilts folder:** For final approved AsBuilt drawings/documents.

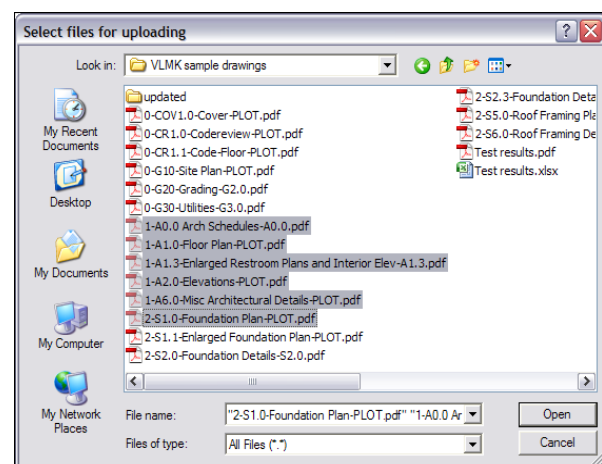
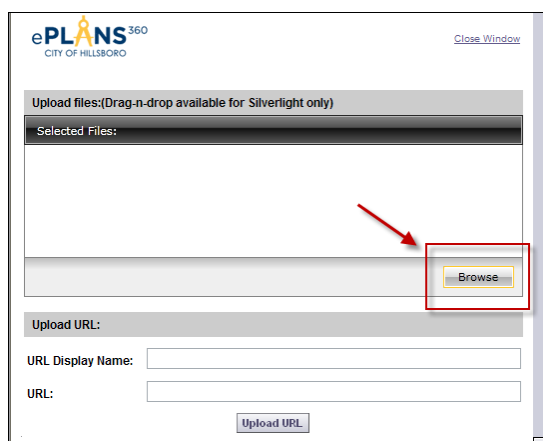
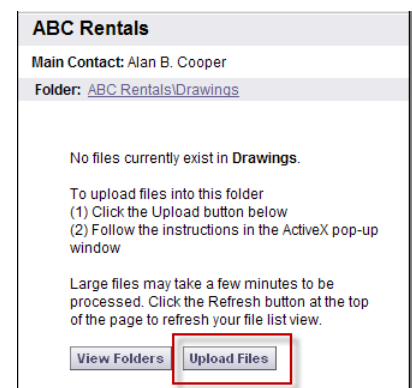
Note: Please refer to the file naming standards when naming drawing files.

4. Click the “Drawings” folder to upload your plan drawings or the “Documents” folder to upload other project documents.
5. Follow the prompts for uploading your plans and documents.
6. Click the “Upload Files” button and navigate to your file storage location.

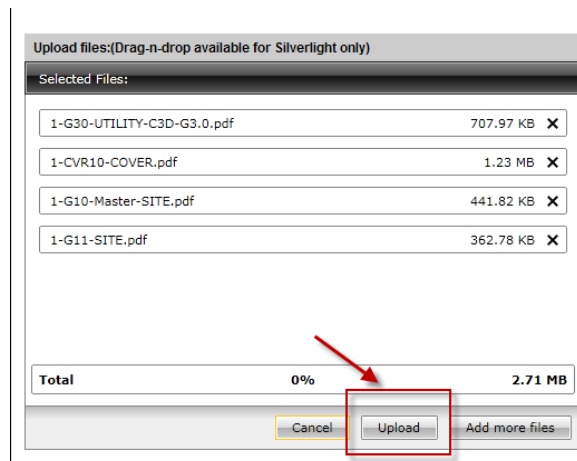


Tip: You may encounter a Silverlight recommendation, and in order to facilitate a more efficient upload of multiple files we recommend you install Microsoft Silverlight 4.1 or higher from the following link:
www.microsoft.com/silverlight

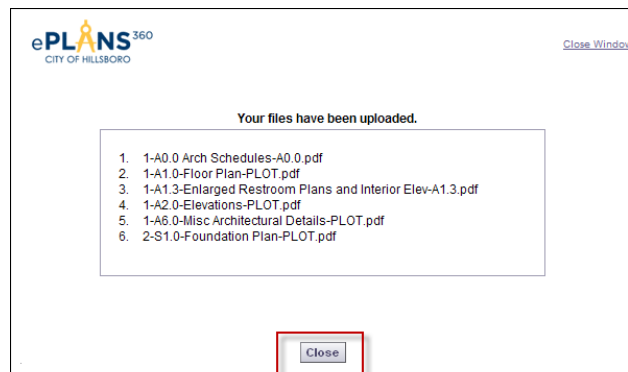
7. Browse to the files on your computer (red arrow) and select the file(s) location on your computer. Then select or highlight the files you want to upload. Multiple files (preferred) can be selected by using your Shift or Ctrl keys. Click the “Open” button. *Tip: You can also drag and drop files or folders!*



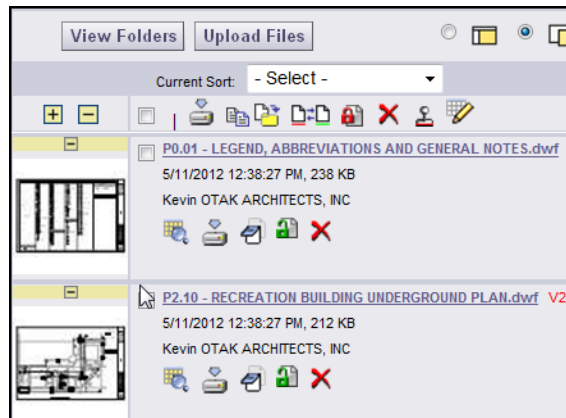
8. Once the files are presented, select the “Upload” button.



9. Once the files have been copied to the upload window, click the “Close” button to close out of the dialog box.



The folder list is replaced by thumbnail images of each file contained in the folder. Adjacent to each thumbnail, the file name, author, date, and any relevant file icons display as indicated in the image to the right.





Accepting the Applicant Upload Task

1. Once you have completed your file upload, the next step is to accept the Applicant Upload task as indicated to the right.

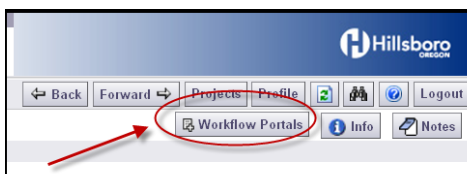
If you do not see the task assignment as shown, but have a Workflow Portal button as indicated below, select this button instead and then accept the Applicant Upload task:

1 project(s) out of 1 for APPLICANT CAROL BROWN (carolb@ci.hillsboro.or.us)

Project	Options	CompType - Title
777PLAT7	 	Carol's Test Planning workflow

Navigation: [Previous] [Next] [First] [Last]

Project Name	Task	Attached To	Status	Assigned Time
777PLAT7	<u>ApplicantUpload</u>	Applicant	Accepted	3/4/2013 7:04:23 AM



The eForm will open as seen below. After reviewing the text highlighted in yellow, you have two options to consider:

2. Upload Process Complete: Selecting this button will complete your review and once finalized, you will no longer be able to upload additional files.
3. Continue Later: If you want to continue uploading files at a later date, select the Continue Later button.

ePLANS³⁶⁰ Hillsboro OREGON

Review Information	Permit/Contact Information	Checklist Items (0)	Routing Slip
Review Coordinator	Carol Brown (Carol.Brown@hillsboro-oregon.gov)		
Review Cycle	1		
Workflow/Activity Name	Planning_Plan_Review / ApplicantUpload		
Activity Instructions	Please upload all necessary drawings and supporting documents to the corresponding folders. When all files have been uploaded and the submission is ready for City of Hillsboro review, please click the 'Upload Process Complete' button at the bottom of this		
Current User Logon	APPLICANT CAROL BROWN (carolb@ci.hillsboro.or.us)		

Task Instructions

By clicking on the 'Upload Process Complete' button below, I acknowledge that I have uploaded all required drawings and supporting documents to the corresponding folders and now wish to submit for City of Hillsboro review.

Buttons: Upload Process Complete Continue Later...

4. You have successfully finished part one of submitting your plans electronically.
5. Please log out after your session.

Planning Preliminary Completeness Review

One hard copy of your full Planning application materials must be submitted to the Planning Department for a preliminary completeness review. Once the materials have been reviewed and determined to be complete, you will be invited to upload the electronic files to ProjectDox.

Building & Engineering Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. Depending on the Department you're submitting for, please allow two (2) to three (3) working days after you have uploaded your documents for the Prescreening process to take place.

Prescreen Rejection

If your Building or Engineering submittal requirements were not complete, you will receive a "Prescreen Correction Request Task Assignment" e-mail notification that prescreening has been denied and corrections are needed similar to the screen below.

1. Click the link in your email to access the ProjectDox site and log in as previously demonstrated.

Prescreen Correction Request Task Assignment

Attention :

Your plan review submission for Application **1120111 - BLD_SWR-REGUS TI** is incomplete or requires corrections. A list of the outstanding items is available on the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting drawings and/or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections and resubmit **as soon as possible**

Project:	1120111
Description	BLD_SWR-REGUS TI
Task:	CorrectionComplete
Assigned by:	Carol Brown
Project Access Login to ProjectDox	

If you do not have access to the specified folder or have questions related to this permit, please contact the Permit Specialists at (503)-681-6144 or at building_dept@ci.hillsboro.or.us.

For any technical issues please contact the System Administrator at pdoadm@ci.hillsboro.or.us.

This is an automated email notification and this email account is not monitored. Please do not reply to this email.





- The task will appear at the bottom of the Projects screen below your current projects (Home Page). Select the new Task.





2 project(s) out of 2 for Applicant TestAccount (pdxtestapp@gmail.com)

Recent Projects

All Projects

Press Enter To Search:


Project	Options	CompType - Title	Owner	Status
1114466	 	BLD_SWR -CRAZY 8 #6282- CHG OCC + TI	Tyson Florence	Prescreen
Applicant Workshop	 	Demo Applicant workflow project	Carol Brown	Prescreen

Page 1 of 1 (2 items)

Project Name	Task	Attached To	Status	Assigned Time	Updated On	Updated By	CompType - Title
Applicant Workshop	PrescreenCorrections	Applicant	Pending	5/28/2012 12:09:26 PM	5/28/2012 12:09:26 PM		Demo Applicant workflow project

- The corrections eForm, will open in a new window. After reviewing the information, select the "Checklist Items (1)" tab. The (1) indicates the number of items that need your attention.

Review Information
Permit Information
Contact Information
Checklist Items (1)
Routing Slip

Review Coordinator
Review Cycle
Workflow/Activity Name
Activity Instructions
Current User Logon

Carol Brown (carolb@ci.hillsboro.or.us)
1
COH_Building_Review / CorrectionComplete
Please review the Permit Clerks notes and submit the required drawings and documents.
Carol Brown (carolb@ci.hillsboro.or.us)

4. After you have compiled the missing or corrected drawings and/or documents to upload, log in to ProjectDox (if not already logged in) and enter the project.
 - a. Upload the missing and/or corrected drawings and documents (see the “Uploading Your Files” section for instructions).
 - b. Select the eForm with your task assignment as shown below.

Note: If the eForm is closed, you must initiate the “Correction Complete” task identified previously.
 - c. Place a checkmark in the “I have uploaded the corrected...” and the “Corrections Complete” button will become active. Upon completion, the City will be notified that the files have been uploaded and will continue with the Prescreening process.

Cycle	ID	Group	Comment Text	Status	Updated	Update
1	BLD1	Permit Specialists	Applications must be filled out in their entirety.	NotMet	Carol Brown	4/11/2012 6:57:05 AM

[Export to Excel](#)

[VIEW INTAKE CHECKLIST \(1\)](#)

☐ I have uploaded the corrected documents and/or drawings as indicated below.

Please fix this

[Corrections Complete](#) [Save](#) [Save And Close](#) [Close](#)

Prescreen Approved

If your submittal is approved, it will immediately move into the formal review process. You will receive an email notification similar to the one below.

Applicant Review Status Notification

Attention :

The plan review submission for Application **1120111 - BLD_SWR -REGUS TI** has been received and distributed. All reviews are expected to be completed within 14 days of complete submittal date (the date of this notification).

To track the status of your review, please log in and view the report titled "Current Project - Department Review Status" in this Permit. You can see the report by clicking on the Permit, then the "Workflow Portals" button and then the report.

Project:	1120111
Description	BLD_SWR -REGUS TI
Task:	notifyAcceptedApp
Assigned by:	Carol Brown
Project Access Login to ProjectDox	

If you do not have access to the specified folder or have questions related to this permit, please contact the Permit Specialists at (503)-681-6144 or at building_dept@ci.hillsboro.or.us.

For any technical issues please contact the System Administrator at pdoxadm@ci.hillsboro.or.us.

This is an automated email notification and this email account is not monitored. Please do not reply to this email.

Note: Depending on the Department submitted to, the email notification may vary.

Change Notification and Plan Resubmit

Corrections Required

If corrections are requested following the formal review cycle(s) of your drawings, you will receive an e-mail notification from the City requesting revised documents similar to the document shown below.

1. Select the link in your e-mail to access the ProjectDox site.

Applicant Resubmit Task Assignment

Attention :

Your plan review submission for Application **1120111 - BLD_SWR -REGUS TI** has been reviewed, but has generated staff comments or requires corrections. You may review the comments and drawing markups by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting drawings and/or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections and resubmit **as soon as possible**
- For questions regarding plan review corrections, please contact the plan reviewer responsible for your review, which can be found in the review section of the eform related to your task.

Project:	1120111
Description	BLD_SWR -REGUS TI
Task:	ApplicantResubmit
Assigned by:	Carol Brown
Project Access Login to ProjectDox	

2. The “Applicant Resubmit” task will display at the bottom of the main page with your project number under the heading “Project Name” i.e. STR15-00010. Click on Applicant/Resubmit to access comments and mark-ups.

Project Name	Task	Attached To	Status
1120111	ApplicantResubmit	Applicant	Pending

Tip: If you have entered the drawing first, then select the “Workflow Portals” button in the upper right corner which will show you the list of task assignments. Select the “Applicant/Resubmit” task as indicated in the previous step and the second screen shot below.

The screenshot shows the ePLANS 360 interface for project 1120111. The top navigation bar includes buttons for Back, Forward, Projects, Reports, Profile, and Logout. The 'Workflow Portals' button is circled in red. Below the navigation bar, the main content area is divided into two sections: 'Project Info' and 'Reports'. The 'Project Info' section displays details for project 1120111, including the description 'BLD_SWR -REGUS TI', site address, applicant name, and project status.

The screenshot shows the ePLANS 360 interface for project 1120111, displaying a list of tasks. The 'Applicant/Resubmit' task is circled in red. The task list includes columns for Task, Attached To, Status, Assigned Time, Updated On, and Updated By Action.

Task	Attached To	Status	Assigned Time	Updated On	Updated By Action
Applicant/Resub...	Applicant	Pendi...	4/16/2012 6:23:05 ...	4/16/2012 6:23:05 ...	

Accessing Checklist items and Changemarks

Open eForm to view and download all Project-related Checklist Items and/or Changemarks.

1. The eForm and drawing markups provide a complete correction package from all reviewing departments and disciplines. Go to the “Checklist Items” tab indicated below. Checklist items are in the first screen shot, Changemarks in the second

Cycle	ID	Group	Comment Text	Status	Response	Updated	Update
1	MECH41	Mechanical	06/16/12: Mechanical ventilation of spray¬ing areas shall be provided in accordance with Sections 502.7.2.1 through 502.7.2.7. OMSC 502.7.2	NotMet	Carol Brown	6/16/2012 12:14:17 PM	
1	MECH42	Mechanical	06/16/12: Mechanical ventilation shall be kept in operation at all times while spraying operations are	NotMet	Carol Brown	6/16/2012 11:45:07 AM	
1	MECH4	Mechanical	06/16/12: Energy Compliance forms	InfoOnly	Carol Brown	6/16/2012 7:39:53 AM	
1	MECH2	Mechanical	06/16/12: Structural calculations and drawings stamped by an Oregon registered engineer or architect for suspended or roof top mechanical units exceeding 400 lbs.	InfoOnly	Carol Brown	6/16/2012 11:07:58 AM	

[Download Checklist Items](#)

[Respond to Checklist Comments...](#)

CHANGEMARKS

[Refresh Changemarks...](#)

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range hood	06/16/12: Please revise plans to provide a domestic hood exhausted to the outside with equipment cut sheets for review and approval.	
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range	06/16/12: Please provide the residential range cut sheets for review and approval.	

[Save Changemark Updates](#)

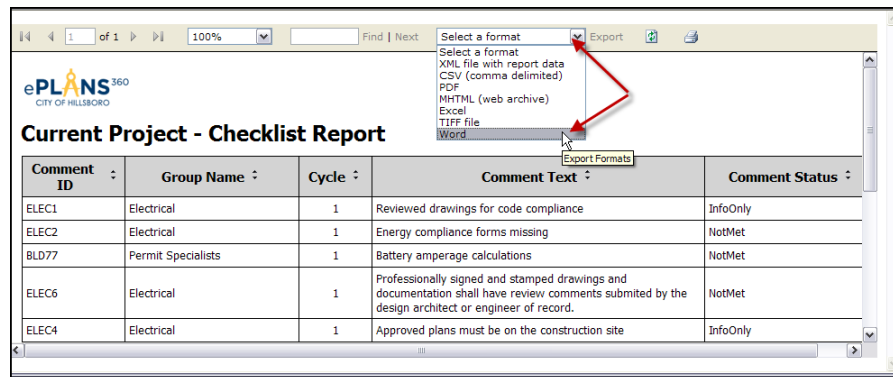
☐ Show All Changemarks for All Cycles

[Download Changemark Items](#)

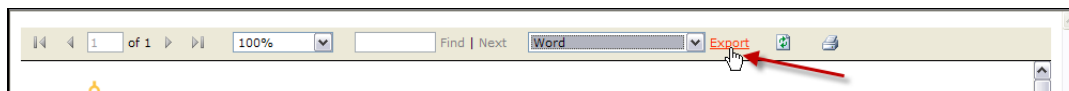
One or more departments may use the “Checklist Items” or “Changemark” features in the eForm. For Checklists, a consolidated list of all feedback not related to a red line are available for the applicant’s review. Each comment will be indicated as “**Met**”, “**Not Met**” or “**Info only**”.

To export the Changemarks and Checklist items, follow the steps below:

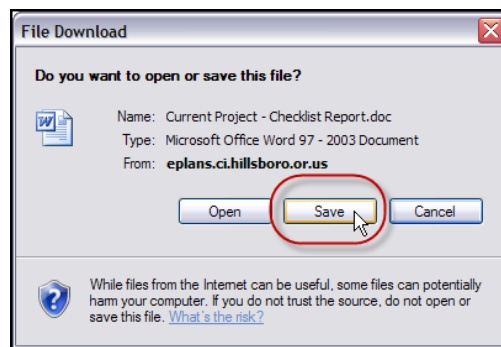
- a. Select “Download Checklist Items” or “Download Changemark Items” (identified with **red arrows** above) to view the associated report. Both reports will be exported to Word and used for the applicant's response.
- b. When the report opens, select the preferred format for download as indicated below.



- c. Select the “Export” hotlink.



- d. Select “Save” and store the files in your file management system as required.

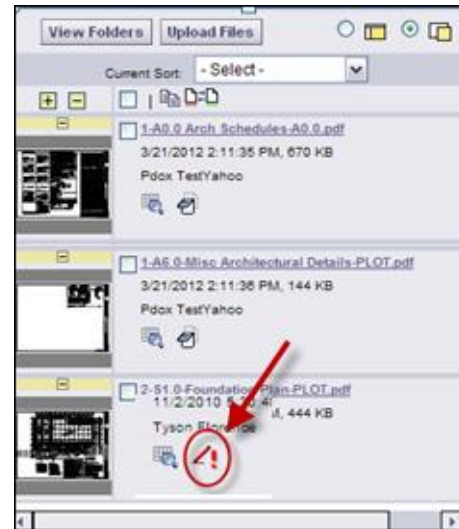


IMPORTANT: These reports are provide for reference only. All responses for Checklist items and Changemarks will be added to the eForm in the location provided.

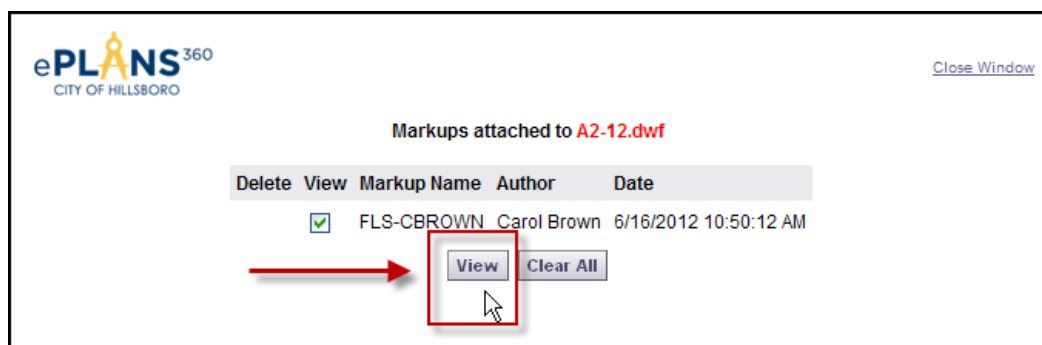
Open Drawings to view all Project related Changemarks

1. If you are in the Drawings Folder reviewing your drawings, you can access the Changemarks by selecting the **red exclamation** as indicated here.

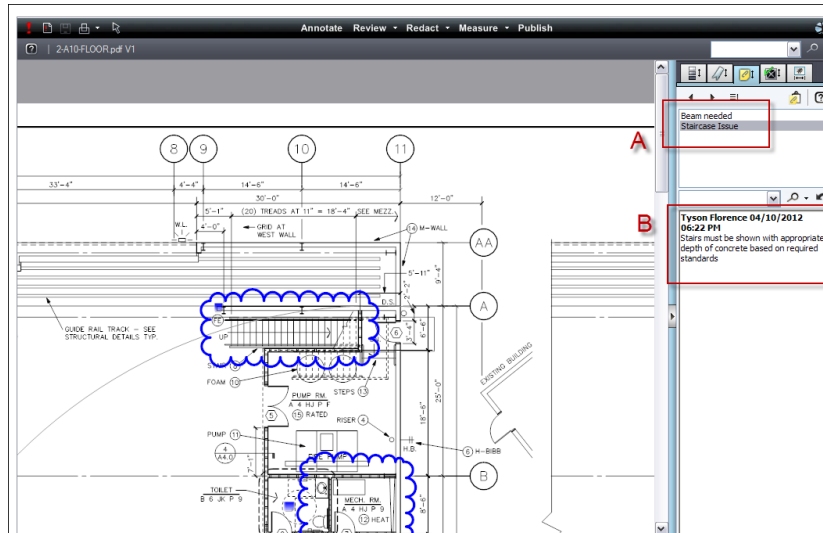
If no red exclamation is present, then there are no associated Changemarks on that drawing sheet.



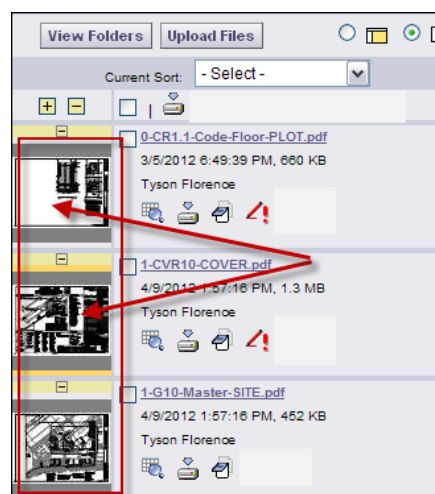
2. After selecting the exclamation mark to open the Markups screen, select the discipline you want to review. If multiple disciplines appear, select the ones of interest and click the "View" button.



3. All Changemarks will display in the upper right pane.
4. As you select each Changemark in A, the text in B will reflect the comment.
5. As you select each Changemark in A, you will automatically zoom to the corresponding redline on the drawing from each reviewer.



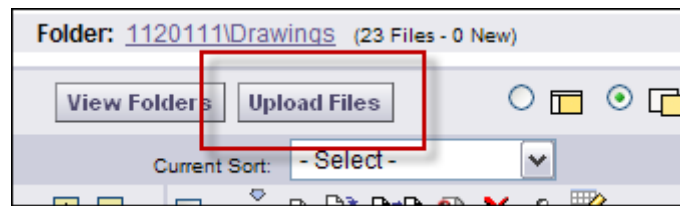
Tip: If you do not see any Changemarks on your drawings, you selected the drawing or drawing hotlink instead of the red exclamation point. Close the drawing and go back to Step 2.



Respond to Requested Changes

- Once you have updated your drawings and documents as requested and clouded all changes, upload your revised drawings as previously described.

IMPORTANT: File names **must** be the same as previously submitted.



- Ensure revised drawings are uploaded to the Drawings folder and revised supporting documents to the Documents folder. The Planning Department may advise to upload information to the Information Documents folder.

Tip: Please see page 8 for information on Folders and content

PLANNING	ENGINEERING	BUILDING
<ul style="list-style-type: none"> Planning <ul style="list-style-type: none"> Drawings Documents Information Documents Decision 	<ul style="list-style-type: none"> Engineering <ul style="list-style-type: none"> Drawings Documents Approved Approved AsBUILTs 	<ul style="list-style-type: none"> Building <ul style="list-style-type: none"> Drawings Documents Approved

- When successfully uploaded, all revised drawings and or documents will be illustrated as follows:



IMPORTANT: If you do not see a red **V2** or **V3** etc., depending on the number of re-submittals, your files were not named the same and must be resubmitted.

Respond to Checklist items

- Once the eForm opens, on the Checklist Tab, select the “Respond to Checklist Comments”.

Cycle	ID	Group	Comment Text	Status	Response	Updated	Update
1	MECH41	Mechanical	06/16/12: Mechanical ventilation of spray¬ing areas shall be provided in accordance with Sections 502.7.2.1 through 502.7.2.7. OMSC 502.7.2	NotMet		Carol Brown	6/16/2012 12:14:17 PM
1	MECH42	Mechanical	06/16/12: Mechanical ventilation shall be kept in operation at all times while spraying operations are	NotMet		Carol Brown	6/16/2012 11:45:07 AM
1	MECH4	Mechanical	06/16/12: Energy Compliance forms	InfoOnly		Carol Brown	6/16/2012 7:39:53 AM
1	MECH2	Mechanical	06/16/12: Structural calculations and drawings stamped by an Oregon registered engineer or architect for suspended or roof top mechanical units exceeding 400 lbs.	InfoOnly		Carol Brown	6/16/2012 11:07:58 AM

Download Checklist Items
Respond to Checklist Comments...

Tip: In addition to uploading new drawings if needed, all “Not Met” items must be responded to stating the corrections made on the drawings.

- The following form will open in a separate window. Insert the current date and add your responses where indicated below and select “Save and Close”.

1122076 : Applicant

SELECTED CORRECTIONS

GROUPNAME	CATEGORY3	COMMENT	RESPONSE	STATUS	UPDATED BY	STATUS UPDATED	REMOVE
Mechanical	General	06/16/12: Structural calculations and drawings stamped by an Oregon registered engineer or architect for suspended or roof top mechanical units	Add your responses below	<input type="radio"/> Info Only <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Carol Brown	6/16/2012 11:07:58 AM	
Mechanical	Spray Finishing	06/16/12: Mechanical ventilation of spray¬ing areas shall be provided in accordance with Sections 502.7.2.1 through 502.7.2.7. OMSC 502.7.2	06/16/12: Ventilation requirements are accurate based on section 502.7.2.3	<input type="radio"/> Info Only <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Carol Brown	6/16/2012 12:14:17 PM	
Mechanical	Spray Finishing	06/16/12: Energy Compliance forms not provided	06/16/12: Energy Compliance forms uploaded to Documents folder	<input type="radio"/> Info Only <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Carol Brown	6/16/2012 11:45:07 AM	

Update Correction List Save and Close

- If multiple responses are made between review cycles to the same item, insert the most current date / response at the beginning (in front of) the previous comment (example above does not reflect multiple responses).

Respond to Changemark Items

1. Select the “Show All Changemarks for All Cycles” to see previous comments.
2. Continue to scroll down to the “CHANGEMARKS” section. Add the current date and responses to the “Applicant Response” column.
 - a. If multiple responses are made between review cycles to the same item, insert the most current date / response at the beginning (in front of) the previous comment (example below does not reflect multiple responses).

CHANGEMARKS

Filter by Department:

[Refresh Changemarks...](#)

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range hood	06/16/12: Please revise plans to provide a domestic hood exhausted to the outside with equipment cut sheets for review and approval.	06/18/12: Equipment cut sheets provided, plans revised as required.
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range	06/16/12: Please provide the residential range cut sheets for review and approval.	Provide response here.

[Save Changemark Updates](#)

☐ Show All Changemarks for All Cycles

[Download Changemark Items](#)

3. If issues still remain, the Plan Reviewer will respond using the “Reviewer Response” column. If the Reviewer Response column is not visible, use the Changemarks section scroll bar and adjust to the right.

CHANGEMARKS

Filter Changemarks by Keyword: [SEARCH](#) [SHOW ALL](#)

[Refresh Changemarks...](#)

Item	File Name	Markup	Summary	Description	Applicant Response	Reviewer Response
C1.3 - Site	ENG-CBROWN	Street	Specify sidewalk width		12/05/12: Corrected as requested 12/03/12: Sidewalk width is identified at mid point section. no	12/06/12: RESOLVED 12/04/12: No measurements found at mid-point.
C1.3 - Site	ENG-CBROWN	Curb	12/01/12: Does not conform to COH MC 100-23d		12/05/12: Corrected as requested 12/03/12: Adjusted per code referenced	12/06/12: Does not meet standard 12/04/12: Does not appear to meet standard guidelines.

IMPORTANT: The following section should not be completed until your revised drawings and responses to Checklist comments and Changemark items have been uploaded.

4. The Task Instruction section at the bottom of the eForm contains 4 checkboxes that must be checked before you can complete the revised submittal process.

Task Instructions

- ☒ have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "**Met**", "**Not Met**" or "**Info Only**". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the lower left hand corner of the checklist items panel.
- ☒ have clouded all plan changes and a revision delta has been provided indicating the revision date.
- ☒ have responded to all plan review items in writing, uploaded the response document to the "Documents" folder and incorporated all applicable changes on the plans.
- ☒ have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.


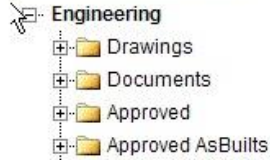

Complete **Save And Close**

5. When you are ready to complete the task and exit the eForm, select the "Complete" button.

Final Steps – The Approval Process

Each Department has a slightly different Approval process but in general, once approved by all Plan reviewers, all plans will be electronically stamped by the City and processed as follows:

- **PLANNING:** When the project's notice of decision is finalized you will receive an email that the decision is available in the ePlans360 "Decision" folder. This may be an Approved, Approved with Conditions or Denied status.
- **ENGINEERING:** Approved drawings and associated documents will be located in the "Approved" folder.
- **BUILDING:** When the plans are approved by all reviewers, you will receive a "Final Fee Payment Due" email with instructions from the City of Hillsboro **not** ePlans360. Upon receipt of payment, the plans will be electronically stamped.

PLANNING	ENGINEERING	BUILDING
 <ul style="list-style-type: none"> Planning <ul style="list-style-type: none"> Drawings Documents Information Documents Decision 	 <ul style="list-style-type: none"> Engineering <ul style="list-style-type: none"> Drawings Documents Approved Approved AsBUILTs 	 <ul style="list-style-type: none"> Building <ul style="list-style-type: none"> Drawings Documents Approved

Printing Approved Plans

You will receive an ePlans360 e-mail indicating that your approved drawings and documents are ready with instructions on how to download and print your files.

- **PLANNING:** Land Use Approval (Notice of Decision) documents must be submitted with your Engineering and Building electronic submittal.
- **BUILDING:** You will be required to print one copy of approved drawings and documents and have available on site for inspection(s).

Engineering AsBuilt's

Engineering AsBuilt's will be required for submittal when the physical construction of all public improvements is complete. All drawing files must be named the same as the 'Approved' set of construction drawings or they will be rejected. There are no additional fees for the AsBuilt review.

Building Deferred, Revisions and Master Permit Submittals

For first time users, you will need a ProjectDox Login password to access the online application form. Please contact the appropriate department for assistance if you do not have an approved account before using the online form.

Planning	503-681-6153
Engineering	503-681-6147
Building	503-681-6144

IMPORTANT: Without prior authorization there is no ability to upload.

1. Submit your application using the [online Permit Application form](#)
2. A webpage will display similar to the image below
3. Enter your email address and ProjectDox password and select the Login button

ePLANS³⁶⁰ Hillsboro OREGON

Welcome to the City of Hillsboro's
Building eSubmittal form

Please enter your e-mail address and password to continue

E-mail:

Password:

Login

4. Complete all **(Required)** fields on the application form below.

APPLICATION INFORMATION	
Submittal Name: (Required)	HILLSBORO CIVIC CENTER Deferred Alarm
Submittal Description: (Required)	Deferred Alarm
	86 Characters Remain(s)
Building Permit #: (Required)	7777777
Submittal Valuation: (Required)	TBD
Your Project Number:	7777777-HILLSBORO CIVIC CENTER Deferred Alarm
	50 Characters Remain(s)
Type of Project:	Traditional Building
APPLICATION DETAILS	
Applicant First: (Required)	Roger
Applicant Last: (Required)	Jones
Applicant Email: (Required)	roger.jones@myemail.com
Applicant Phone #: (Required)	555-555-1212
If the person responding to plan review comments is different than the Applicant identified above, please enter the Contact information below	
Contact First:	Bill
Contact Last:	Moore
Contact Email:	roger.jones@myemail.com
Contact Phone #:	555-555-1213
Additional Notes:	
<input type="button" value="Submit Application"/>	

NOTE: move your cursor over the field label to see additional information. Click the 'Submit Application' button at the bottom of the form when your application is complete

6. Once submitted, you will receive a Thank You page similar to the image below. If you have more than one application to submit, simply click "Submit Another" to open a new application form or close your browser to exit.



7. An email confirmation will be sent to you in response to your upload request. Your request will be forwarded to a Permit Specialist for review.

Standards

Digital File Requirements

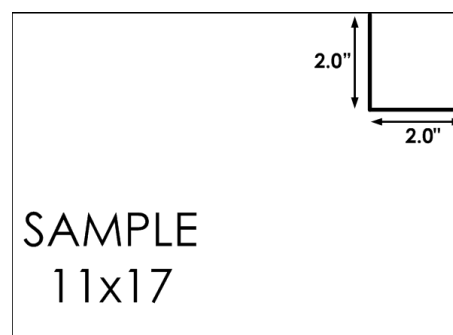
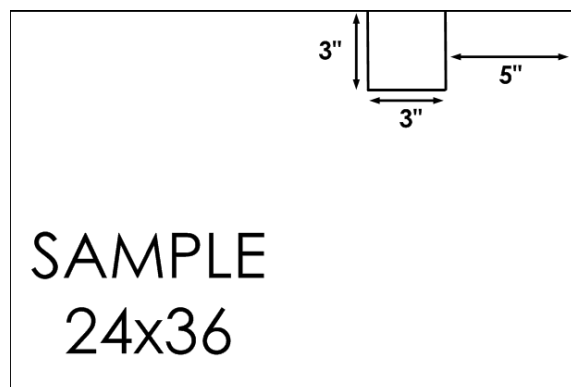
- Drawing Files: Each sheet / page of the drawing shall be uploaded as a separate file and in landscape view. Drawing files will be rejected if uploaded as a multi-page document or incorrect orientation
- Supporting Document Files: All files required as part of the application submission, other than drawing files, e.g., Structural Calculations, Geo-Tech Reports, Easement Letters, Application Narrative and Certifications, shall be uploaded as individual multipage documents.

Border and Reserved Space Standards

It is virtually impossible to predict each individual or company's unique border sizes and title block areas. As a result, the following locations are offered as guides to ensure that when printed, the Approval Stamp is visible and not truncated.

SHEET SIZE	STAMP LOCATION	RESERVED SPACE
		(Dimensions)
8.5" x 11"	Upper right corner	2.0" x 2.0"
11" x 17"	Upper right corner	2.0" x 2.0"
24" x 36"	5" from upper right edge of page inset to 8" Top edge inset down to 3"	3.0" x 3.0"
36" x 48"	5" from upper right edge of page inset to 8" Top edge inset down to 3"	3.0" x 3.0"

- An area located in the top right corner of all drawings shall be reserved for the City of Hillsboro electronic stamp. Our stamp location will allow for a ½" border.



File Type Standards

- Supporting Documents: Searchable PDF files are preferred for calculations, reports and other non-drawing files.
- ProjectDox does not support 3D files at this release. If you are interested in submitting a 3D file please ask us about it.
- If applicants choose to create PDF files, we would like them to be “Smart PDF’s” i.e. text searchable, maintain layers and retain calibration settings.

The following table highlights acceptable formats.

DRAWINGS	.PDF & .DWF
SUPPORTING DOCUMENTS	.PDF, .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .JPG, .TIF, .TFF, .PNG, .IMG, .BMB, .TXT, .VSD, .RTF

Electronic Stamps and Signature Standards

- All files must be electronically stamped with a signature per Oregon Statutes and Oregon Administrative Rules. There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible to meet the rules. The following links are provided for further information:
Architects: ([Oregon Secretary of State Archives Division](#))
Engineer :([Oregon Secretary of State Archives Division](#))
- Electronic stamps and signatures shall be inserted as a JPEG image.

Drawing Scale Standards

- All plans must be drawn to scale.
- All drawings must be calibrated. This calibration shall be saved in the drawing ensuring it is available to the reviewer.
- Each sheet must have an independent scale i.e. 1in = 40ft or 3/16in = 1ft
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.

Troubleshooting Your Installation

Vista and Windows 7 Install Instruction:

Sometimes users will encounter errors or issues as a result of incomplete installation of the client components. This is often caused by permissions issues. The instructions below have proved useful in resolving the security/permissions issues and getting a successful installation. The account executing these steps will need administrative privileges on the computer.

Uninstall-reinstall City Of Hillsboro Electronic Review components

If the operating system is Vista or Windows 7, the user will need to turn OFF UAC (User Account Control) first.

Additionally, if using Internet Explorer (IE) 8, turn off protected mode. Turning off UAC in Windows 7 also disables protected mode for IE8.

Turning Off UAC in Windows Vista and Windows 7

The following link explains how to control UAC in Windows Vista and in Windows 7. You'll only need the first few directions and screen shots, the rest is blog.

<http://www.howtogeek.com/howto/windows-vista/disable-user-account-control-uac-the-easy-way-on-windows-vista/>

Turning off Protected mode in IE8

The next link explains turning off protected mode in IE8 (apparently turning off UAC in Windows 7 also disables protected mode for IE8)

<http://www.sevenforums.com/tutorials/63141-internet-explorer-protected-mode-turn-off.html>

Upon completion of the above, follow the remaining steps:

Remove ALL ProjectDox components on the client computer:

1. Check for presence of program, and remove if found, using either a. or b. depending on version of operating system your are using:
 - a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if ProjectDox Components is listed then select REMOVE.
 - b. XP – Using Control Panel -> Add/Remove Programs, if ProjectDox Components is listed then REMOVE
2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, ProjectDox, or Xupload).
3. After the above is completed, delete these directories and their contents: **IGC** (in Windows Vista or 7, do a search for the filename IGC to locate, then delete)
 - a. In XP Documents and Settings->User Account->**IGC**
 - b. In XP Program Files->Avolve->**Components**).

If Vista or Windows 7, UAC must be OFF for the following to work:

You can reinstall the ProjectDox components by clicking on the link on the login page. Once the components are installed, you can turn UAC back on.